



Wage Attachment User Guide for Employers

Table of Contents

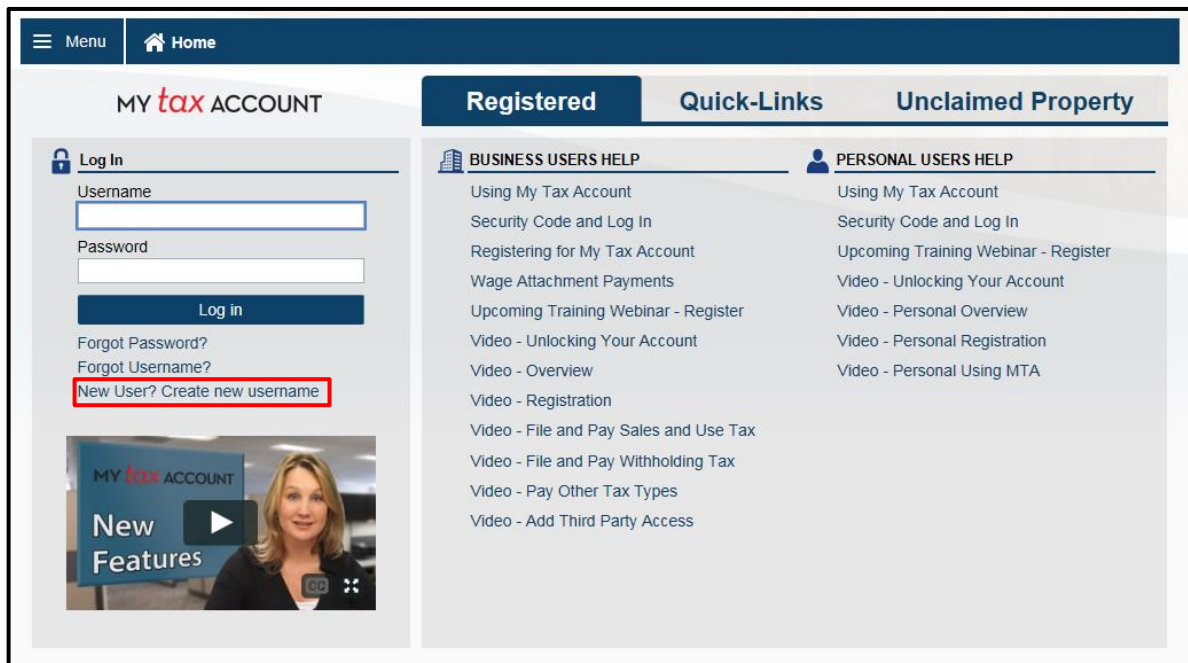
New User Registration Process (Business owner, employee user)	1
Add Wage Attachment Account	6
New User Registration Process (Third Party Provider)	9
Wage Attachment Payments	15
Making an Online Wage Attachment Payment	15
Update Employee Status	16
View Requests	17
Notices	17
Troubleshooting Wage Attachments	17
Employee Status Errors	17
Employee Not Listed?	17
Employee Listed with No Wage Attachment Order?	17
Employee Listed with a Different Status?	17
Release Date Issues	17

New User Registration Process (Business owner, employee user)

- **Note:** The following instructions are for the employer user. If you are a third party provider, go to the third party provider registration section for your registration instructions.
- From the department's [home page](http://revenue.wi.gov) (revenue.wi.gov) click the My Tax Account button, or go directly to <https://tap.revenue.wi.gov>.



- Click 'New User? Create new username'.



Wage Attachment User Guide for Employers

- Enter your profile information. Every MTA user needs their own username. Enter a unique username, password and profile email address. Do not share this information with anyone else.
- Answer 'No' to the 'Are you a 3rd party preparer?' question.

Menu

Home » Request

To register a new business, go to the Starting a Business page.

1. Logon Information

Step 1: Enter Profile Information

Your username must be between 5-20 characters and begin with an alphanumeric character.

Your password must be between 8-20 characters and must contain a combination of letters and numbers. Passwords are case sensitive and cannot contain your username.

Your email address must be in a standard format and must not include the characters of "!" or "%" An acceptable email address format example: johndoe@business.com

Username
 Required

Password
 Required

Confirm Your Password
 Required

Profile Email Address
 Required

Confirm Your Profile Email Address
 Required

First and Last Name
 Required

Phone Country
 USA

Phone Type
 Required

Phone #
 Required

Select a Secret Question
 Required

Secret Question Answer
 Required

Confirm Secret Question Answer
 Required

Are You a 3rd Party Preparer?
 Required

- Enter your Customer Information. The first user to request access for a business automatically receives 'Master' level access. All other users will receive 'Account Manager' access.
- The user with 'Master' access will manage the access of all 'Account Manager' users and third party preparers. We strongly encourage business owners to have 'Master' level access.
- Sole proprietors may use their personal information.

Menu Home » Request

1. Logon Information 2. Customer Information

Step 2: Enter Customer Information

My Tax Account has two levels of access: Master and Account Manager. The first user to complete an access request automatically receives 'Master' access. All other users who request will receive 'Account Manager' access. The 'Master' can manage access for all 'Account Manager'.

Complete the fields below to request access.

1. Select Id Type Required

2. Enter Id Number Required

3. Enter Customer Last or Business Name Required

4. Enter Customer Zip Code Required

Cancel < Previous Next >

- **Note to businesses with subsidiaries:** If you are an employee of a business that has subsidiaries, register under the parent company first. Later in the process you will be able to add access to the subsidiaries using 'Add 3rd Party Account Access'.

- Skip 'Step 3: Account Access (Optional)' by clicking 'Submit' and then 'Agree'.

The screenshot shows a web application interface for account registration. At the top, there is a navigation bar with 'Menu', 'Home', and 'Request'. Below this is a progress indicator with three steps: '1. Logon Information', '2. Customer Information', and '3. Account Access'. The current step is 'Step 3: Account Access (Optional)', which includes a pencil icon and a help icon. The main content area contains instructions: 'Register for one tax type, for example: Sales or Withholding', 'You will receive automatic access to some business tax accounts', and 'The Master may limit access to specific tax account types.' It then lists conditions for completion and skipping. The 'Complete if you are:' section lists 'An active business customer'. The 'Skip if you are:' section lists 'An individual registering your Collection Amount', 'A Third Party Preparer', 'A state agency or local government registering for SDC or TRIP', 'To make Utility Tax or Real Estate Transfer fee payments', and 'Setting up a Wage Attachment Account'. Below these are two input fields: '1. Select Tax Account Type' (a dropdown menu) and '2A. Total tax due from prior return or deposit reports' (a text box with '0.00'). An 'OR' separator follows, leading to '2B. Letter Id' (a text box). At the bottom, there are 'Cancel', '< Previous', and 'Submit' buttons.

Menu Home » Request

1. Logon Information 2. Customer Information 3. Account Access

Step 3: Account Access (Optional)

Register for one tax type, for example: Sales or Withholding

You will receive automatic access to some business tax accounts

The Master may limit access to specific tax account types.

Complete if you are:

- An active business customer

Skip if you are:

- An individual registering your Collection Amount
- A Third Party Preparer
- A state agency or local government registering for SDC or TRIP
- To make Utility Tax or Real Estate Transfer fee payments
- Setting up a Wage Attachment Account

1. Select Tax Account Type

2A. Total tax due from prior return or deposit reports

0.00

OR

2B. Letter Id

Cancel < Previous Submit

The screenshot shows a modal dialog box with a close button (X) in the top right corner. The text inside reads: 'Each My Tax Account user is required to hold their own username and password. Do not share your My Tax Account username with anyone including a co-worker.' Below this, it says: 'To complete My Tax Account registration, click AGREE.' At the bottom right, there are two buttons: 'Agree' and 'Cancel'.

Each My Tax Account user is required to hold their own username and password. Do not share your My Tax Account username with anyone including a co-worker.

To complete My Tax Account registration, click AGREE.

Agree Cancel

- A confirmation page appears stating that an authorization code will be sent by email. Enter this code the first time you log in to My Tax Account.

The screenshot shows a web interface with a dark blue header. The header contains a 'Menu' icon and text, and a breadcrumb trail: 'Home » Request » Confirmation'. On the right side of the header is a 'View Submission' link. Below the header, the main content area has a title 'Confirmation' with a document icon. The text reads: 'Thank you for registering for My Tax Account. Your confirmation number is 1-670-035-136. Please keep this for your records. You will receive an email confirmation from the Wisconsin Department of Revenue that includes an authorization code. You will need this authorization code the first time you login to My Tax Account.' There is a 'Printable View' button. At the bottom right of the page is another 'View Submission' link.

- The email looks like this:

The screenshot shows an email body with the following text:

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY TO THIS EMAIL.

Your request for access to *My Tax Account* has been processed.

Your authorization code is tv44zn.

You must enter this authorization code to log into *My Tax Account*.

To protect your tax information, do not share your username or password information with others. This could allow unauthorized access to your accounts. It is easy to create your own individual MTA username and password and request access to another person's account with their permission. If you have questions and would like further assistance, please contact the department at DORMyTaxAccountHelp@wisconsin.gov.

- Log into My Tax Account by entering your username and password. This brings up the Security Code screen. Enter the security code you received in the email and click 'Log In'.

The screenshot shows a web interface with a dark blue header. The header contains a 'Menu' icon and text, and a breadcrumb trail: 'Home » Security'. Below the header, the main content area has a title 'Security Code' with a lock icon. The text reads: 'A security code was sent to you.' Below this is a text input field labeled 'Security Code'. To the right of the input field is a yellow 'Required' label. Below the input field is a 'Log in' button. At the bottom left of the main content area is a link that says 'Populate code'.

- Update information on the 'My Profile' page, including Authentication information. This is required to receive a security code the next time you log in. We recommend that you select the 'Send text or email' authentication type. If one method doesn't work, you have an alternative method of receiving your security code. Click 'Save' when finished.

Menu **Home » Security » My Profile** **Save**

Profile Information

Username: testuser01

Name: TEST USER

Profile Email: EMAILADDR@GMAIL.COM

Secret Question: What is the name of your first pet?

[Change Secret Question](#)

Primary Phone Number

Country: USA

Type: Business

Phone Number: (608) 555-5555

Extension:

Secondary Phone Number

Country: USA

Type:

Authentication

Authentication Type: Send text or email

Security Email: *Required*

Country: USA

Cellular Carrier: *Required*

Cell Phone: *Required*

What You Should Know

- Security Contact email and/or cell phone may be different from your Profile Information
- Your Security Contact email can be used for multiple My Tax Accounts
- If your cellular carrier is not listed, select email option
- Standard message and data rates may apply if text option selected

Save

Add Wage Attachment Account

- On your My Tax Account, click 'Add Access to an Account'.

Menu **Home** **Log Off**

User **Settings** **Alerts** **I Want To...**

testuser01

TEST USER

EMAILADDR@GMAIL.COM

+1 (608) 555-5555

Last logged on 14-Sep-2017

3 unread messages

1 unread letter

I Want To...

- View My Profile
- Manage Payments and Returns
- Add Access to an Account
- Add Third Party Account Access
- Close Accounts
- Pay Utility Fees
- Pay Real Estate Transfer Fees

Accounts **Submissions** **Mail** **Names and Addresses** **Usernames** **Balance**

Accounts **More...**

Filter

Account Type	Account Id	Name	Frequency	Balance
You do not have access to any accounts				

- Click 'Wage Attachment Payments'.

The screenshot shows the 'Request' page in a web application. The breadcrumb trail is 'Home » Request'. The page has a 'Menu' button and a 'Log Off' link. Below the breadcrumb, there are 'Submit' and 'Cancel' buttons. The main content area is titled 'Select Access Type' with a plus icon. It lists three options: 'Register Business Accounts', 'Register Personal Accounts', and 'Wage Attachment Payments'. 'Wage Attachment Payments' is highlighted with a red box. Below this option, there is a description: 'Employers must have received a wage attachment order from the Wisconsin Department of Revenue to submit amounts withheld from an employee's paycheck.' At the bottom of the page, there are 'Submit' and 'Cancel' buttons.

- Enter the social security number, first and last name of any employee with an active wage attachment, or the Letter ID of the original wage attachment order. Click 'Submit' and then 'Agree'.

The screenshot shows the 'Wage Attachment Access' form. The breadcrumb trail is 'Home » Request'. The page has a 'Menu' button and a 'Log Off' link. Below the breadcrumb, there are 'Submit' and 'Cancel' buttons. The main content area is titled 'Wage Attachment Access' with a clipboard icon. It contains the text 'Information for one employee who has an active wage attachment'. There are three input fields: 'Social Security Number', 'First Name', and 'Last Name'. A yellow tooltip is visible over the 'First Name' field, stating 'Required' and 'Format: 999-99-9999'. Below these fields, there is an 'OR' separator. There is a 'Letter Id' field with a 'Required' label. At the bottom of the page, there are 'Submit' and 'Cancel' buttons.

- You will receive a confirmation message that includes a confirmation number.

The screenshot shows the 'Confirmation' page. The breadcrumb trail is 'Home » Request » Confirmation'. The page has a 'Menu' button. The main content area is titled 'Confirmation' with a clipboard icon. It contains the following text: 'Your access request has been submitted and your confirmation number is 0-630-896-320.', 'Your request should be processed momentarily. You will be sent a confirmation email when the request is processed.', and 'If you have any questions or concerns please contact us at www.revenue.wi.gov'.

Wage Attachment User Guide for Employers

- The wage attachment account is now displayed on your MTA home page.

The screenshot displays the MTA Home page interface. At the top, there is a navigation bar with 'Menu', 'Home', and 'Log Off' options. Below this, the 'User' section shows the profile for 'testuser01', including their email, phone number, and last login date. The 'Alerts' section indicates 4 unread messages and 1 unread letter. The 'I Want To...' section lists various actions like 'View My Profile', 'Manage Payments and Returns', and 'Add Access to an Account'. A horizontal tab bar below these sections includes 'Accounts', 'Submissions', 'Mail', 'Names and Addresses', 'Usernames', and 'Balance'. The 'Accounts' tab is active, showing a table with one account: 'Wage Attachment' with an ID of '994-555555555-03', name 'TEST USER', and a balance of '\$0.00'.

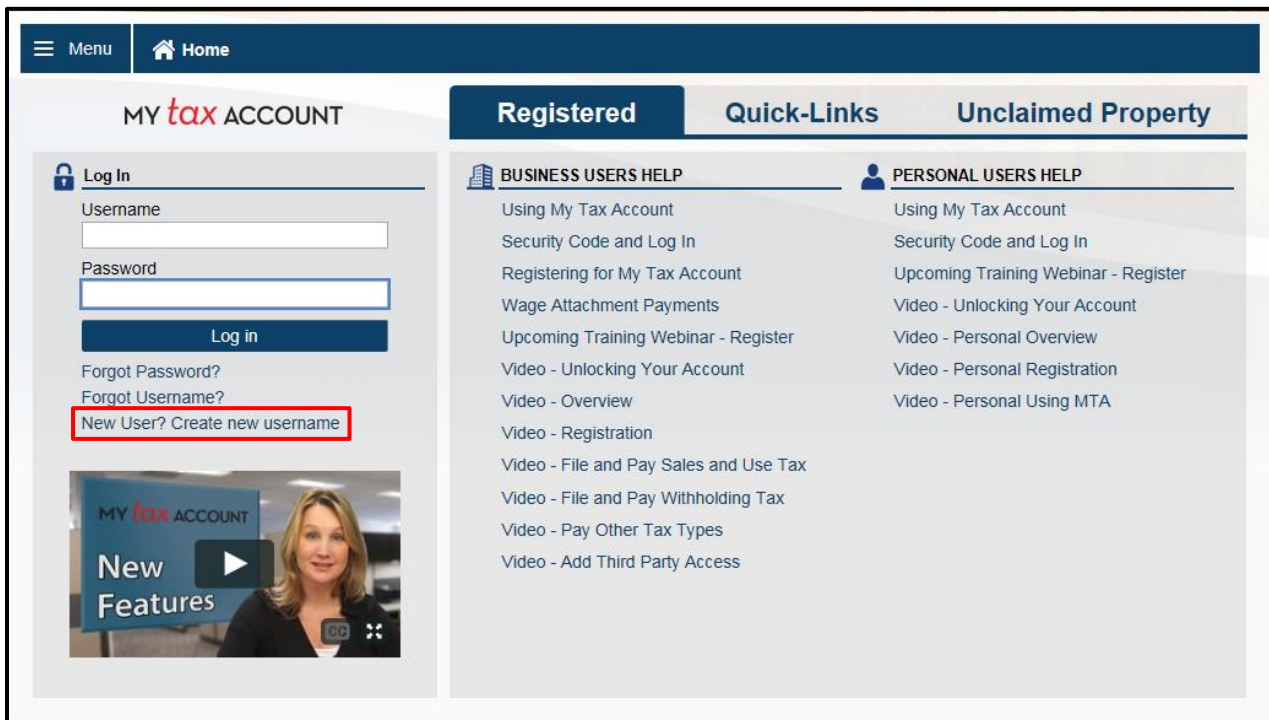
Account Type	Account Id	Name	Frequency	Balance
Wage Attachment	994-555555555-03	TEST USER		\$0.00

New User Registration Process (Third Party Provider)

- From the department's [home page](http://revenue.wi.gov) (revenue.wi.gov) click the My Tax Account button, or go directly to <https://tap.revenue.wi.gov>.



- Click 'New user? Create new username'.



- Enter your profile information, including your username (Logon ID) and password.
- Select 'Yes' to the 'Are You a 3rd Party Preparer?' question. Click 'OK'.

Menu

Home » Request

To register a new business, go to the Starting a Business page.

1. Logon Information

Step 1: Enter Profile Information

Your username must be between 5-20 characters and begin with an alphanumeric character.

Your password must be between 8-20 characters and must contain a combination of letters and numbers. Passwords are case sensitive and cannot contain your username.

Your email address must be in a standard format and must not include the characters of "!" or "%" An acceptable email address format example: johndoe@business.com

Username

Required

Password

Required

Required

Confirm Your Password

Required

Profile Email Address

Required

Confirm Your Profile Email Address

Required

First and Last Name

Required

Phone Country

USA

Phone Type

Required

Phone #

Required

Select a Secret Question

Required

Secret Question Answer

Required

Confirm Secret Question Answer

Required

Are You a 3rd Party Preparer?

- Enter your customer information.
- **Note:** The information you enter on this screen should be yours and NOT that of your client.
- Click 'Submit' and then 'Agree'.

Menu Home » Request

1. Logon Information > 2. Customer Information

Step 2: Enter Customer Information

My Tax Account has two levels of access: Master and Account Manager. The first user to complete an access request automatically receives 'Master' access. All other users who request will receive 'Account Manager' access. The 'Master' can manage access for all 'Account Manager'.

Complete the fields below to request access.

1. Select Id Type Required

2. Enter Id Number Required

3. Enter Customer Last or Business Name Required

4. Enter Customer Zip Code Required

Cancel < Previous Next >

- A confirmation page appears stating that an authorization code will be sent by email. You will need to enter this code the first time you log in to MTA.

Menu Home » Request » Confirmation

View Submission

Confirmation

Thank you for registering for My Tax Account.

Your confirmation number is 1-670-035-136. Please keep this for your records.

You will receive an email confirmation from the Wisconsin Department of Revenue that includes an authorization code. You will need this authorization code the first time you login to My Tax Account.

Printable View

View Submission

- The email will look like this:

****THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY TO THIS EMAIL.****

Your request for access to *My Tax Account* has been processed.

Your authorization code is tv44zn.

You must enter this authorization code to log into *My Tax Account*.

To protect your tax information, do not share your username or password information with others. This could allow unauthorized access to your accounts. It is easy to create your own individual MTA username and password and request access to another person's account with their permission. If you have questions and would like further assistance, please contact the department at DORMyTaxAccountHelp@wisconsin.gov.

Wage Attachment User Guide for Employers

- To log into My Tax Account you must enter your username, password and authorization code.
- **Note:** Clicking 'Yes' under 'Trust This Browser' allows you to skip having to enter an authorization code each time you access My Tax Account from that computer. This option will not work if you log in with a computer that was never logged into the account before, if you switch browsers, or if cookies are deleted.

The screenshot shows the 'Security Code' login page. At the top, there is a navigation bar with 'Menu', 'Home', and 'Security'. Below the navigation bar, the page title is 'Security Code'. A message states: 'A Security Code was sent to: f*****r@wisconsin.gov'. Below this, there is a text input field for the 'Security Code' containing 'w8v69j'. There are two buttons for 'Trust this Browser': 'No' and 'Yes'. Below these is a 'Log in' button. At the bottom, there is a link that says 'Didn't receive a Security Code? Populate code'.

- Enter your profile information (if necessary). Click 'Save'.

The screenshot shows the 'My Profile' page. At the top, there is a navigation bar with 'Menu', 'Home', 'Security', and 'My Profile'. Below the navigation bar, there is a 'Save' button. The page is divided into three main sections: 'Profile Information', 'Primary Phone Number', and 'Authentication'.
Profile Information: Includes fields for Username (testuser01), Name (TEST USER), Profile Email (EMAILADDR@GMAIL.COM), Secret Question (What is the name of your first pet?), and a link to 'Change Secret Question'.
Primary Phone Number: Includes fields for Country (USA), Type (Business), Phone Number ((608) 555-5555), and Extension.
Secondary Phone Number: Includes fields for Country (USA) and Type.
Authentication: Includes fields for Authentication Type (Send text or email), Security Email (Required), Country (USA), Cellular Carrier (Required), and Cell Phone (Required).
At the bottom right, there is a section titled 'What You Should Know' with the following bullet points:

- Security Contact email and/or cell phone may be different from your Profile Information
- Your Security Contact email can be used for multiple My Tax Accounts
- If your cellular carrier is not listed, select email option
- Standard message and data rates may apply if text option selected

A 'Save' button is located at the bottom right of the page.

- On your My Tax Account, click 'Add Third Party Account Access'.

The screenshot shows the My Tax Account dashboard. At the top, there is a navigation bar with 'Menu', 'Home', and 'Log Off'. Below this, there are tabs for 'User', 'Settings', 'Alerts', and 'I Want To...'. The 'User' tab is active, showing user information for 'testuser2'. The 'Alerts' tab shows '105 unread messages' and '8 unread letters'. The 'I Want To...' tab is expanded, showing a list of actions. The action 'Add Third Party Account Access' is highlighted with a red box. Below this, there is a table with columns 'Account Type', 'Account Id', 'Name', 'Frequency', and 'Balance'. The table contains three rows of data for 'TEST THIRD PARTY ACCOUNT'.

Account Type	Account Id	Name	Frequency	Balance
BTR	600-333333333-05	TEST THIRD PARTY ACCOUNT	Biennial	\$0.00
Sales & Use	456-333333333-03	TEST THIRD PARTY ACCOUNT	Quarterly	\$0.00
Withholding	036-333333333-04	TEST THIRD PARTY ACCOUNT	Monthly	\$0.00

- Click 'Wage attachment authorization'.

The screenshot shows the 'Add 3rd Party Account Access' page. At the top, there is a navigation bar with 'Menu', 'Home', and 'Add 3rd Party Account Access'. Below this, there are buttons for 'Submit', 'Cancel', and 'Save'. The page title is 'Add 3rd Party Account Access'. There is a section titled 'Select 3rd Party Access Type' with a plus icon. Under this section, there are two options: 'Client is registered for My Tax Account' and 'Client is not registered for My Tax Account'. The 'Wage attachment authorization' option is highlighted with a red box. Below this, there is a text box with information about 3rd Party Access to Police & Fire Protection Fee accounts. At the bottom, there is a yellow box with the text 'Important: Click here for Form A-777a'.

- Enter the Employer Information belonging to the account you wish to access, and the Wage Attachment Information belonging to an employee of that employer.
- Click 'Submit' and then 'Agree'.

The screenshot shows a web application interface for adding third-party account access. The header bar includes a 'Menu' icon, a breadcrumb trail 'Home » Add 3rd Party Account Access', and a 'Log Off' link. Below the header, there are 'Submit', 'Cancel', and 'Save' buttons. The main form is titled 'Third Party - Wage Attachment Account Request' and is divided into three sections: 'Employer Information', 'Wage Attachment Information', and 'Third Party Information'. The 'Employer Information' section contains a dropdown for 'Id Type' (set to 'Federal Employer ID Number'), a 'Required' field for 'Identification #', and a 'Required' field for 'Business Name' with a tooltip indicating the format '99-9999999'. The 'Wage Attachment Information' section contains a 'Required' field for 'Social Security Number', and text input fields for 'First Name' and 'Last Name'. The 'Third Party Information' section is partially visible and includes an 'OR' section with a 'Required' field for 'Letter Id'.

Third Party - Wage Attachment Account Request

Employer Information

Id Type
Federal Employer ID Number

Identification #
Required

Business Name
Required
Format: 99-9999999

Wage Attachment Information

Social Security Number
Required

First Name

Last Name

OR

Letter Id
Required

Third Party Information

- You will receive a confirmation page that includes a confirmation number and states that the employer will receive an email notification of your access request with instructions on how to grant that access.

Wage Attachment Payments

Making an Online Wage Attachment Payment

- From your Wage Attachment account, click 'Wage Attachment Payments'.

The screenshot shows the 'Wage Attachment' account dashboard. The 'I Want To...' section is on the right, with 'Wage Attachment Payments' highlighted by a red box. Other options in this section are 'Close Account' and 'Update Employee Status'. The left sidebar shows account details for 'testuser01' and 'TEST USER' with a balance of \$0.00. The bottom section shows submission status: 'Not Submitted' (Zero require attention), 'Submitted' (Zero have been submitted), and 'Processed' (Zero have been processed).

- Enter the required payment and payment source information and the amount withheld for each employee on the 'Employee List'.
- In the Confirm Amount field, enter the total amount to be submitted.
- Click 'Submit' and 'Agree'.

The screenshot shows the 'Account Payment' page. The 'Payment Source' section has 'Default' selected. The 'Payment' section shows 'Payment Date' as 18-Sep-2017, 'Amount' as 350.00, and 'Confirm Amount' as 350.00. Below this is an 'Employee List' table with one row for 'TAX PAYER'.

Employee Name	Soc Sec #	Current Balance	Withholding Request	Amount Withheld	Issued Date	Released Date
TAX PAYER	*****4371	5,175.46	25%	350.00	18-Nov-2016	

Notes:
 You must authorize payment before 4:00 PM Central Time on the payment due date for timely payment.
 If you are new to My Tax Account or have changed financial institutions and have fraud protection, you must provide your financial institution with the following department originator number for Wage Attachments: X396006491
 Payment cannot be funded by a financial institution outside the U.S.

- You will receive a confirmation message that includes a confirmation number.

Update Employee Status

- From your home page, click the Wage Attachment account and then click 'Update Employee Status'.

The screenshot shows the Wage Attachment user interface. At the top, there is a navigation bar with 'Menu', 'Home » Wage Attachment', and a 'Log Off' button. Below this, there are three main sections: 'Account', 'Account Alerts', and 'I Want To...'. The 'Account' section displays 'TEST USER 55-5555555', 'Wage Attachment 994-55555555-03', and 'Balance: \$0.00'. The 'Account Alerts' section shows 'There are no alerts'. The 'I Want To...' section lists 'Close Account', 'Wage Attachment Payments', and 'Update Employee Status' (which is highlighted with a red box). Below these sections, there are tabs for 'Submissions', 'Mail', 'Names and Addresses', and 'Usernames'. The 'Submissions' tab is active, showing three categories: 'Not Submitted' (Zero require attention), 'Submitted' (Zero have been submitted), and 'Processed' (More...). The 'Processed' category lists several transactions, including 'Employee Status Update' and 'Wage Attachment Payment' for various amounts.

- From the 'Employee Status Change' tab you can update the employment status of your employees subject to a wage attachment. The status can be either 'Active', 'No Longer Working', or 'Temporary Leave'. If the status is 'Temporary Leave' you must enter an expected 'Work Return Date'. Click 'Submit'.

The screenshot shows the 'Employee Status Change' form. At the top, there is a navigation bar with 'Menu', 'Home » Wage Attachment » Request', and a 'Log Off' button. Below this, there are two tabs: 'Preparer Information' and 'Employee Status Change' (which is active). The form contains instructions: 'For each employee whose status has changed: 1) Click the check mark to remove it 2) Click the check box for the correct status'. Below the instructions, there is a table with columns: 'Employee Name', 'Soc Sec #', 'Current Balance', 'Active', 'No Longer Workin', 'Temporary Leave', and 'Work Return Date'. The table has one row for 'TAX PAYER' with Soc Sec # '*****2222', Current Balance '5,175.46', and 'Temporary Leave' checked. At the bottom of the form, there are 'Submit' and 'Cancel' buttons.

Employee Name	Soc Sec #	Current Balance	Active	No Longer Workin	Temporary Leave	Work Return Date
TAX PAYER	*****2222	5,175.46	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	21-Oct-2017

View Submissions

- Every action in My Tax Account is viewed as a submission.
 - Submissions are listed as submitted immediately after you successfully file them.
 - Submissions are processed at 4:00 PM CST each business day and can be changed or withdrawn while still in submitted status.
 - Submissions may be cancelled by selecting the specific submission and then clicking the 'Withdraw' button.
 - If your submission is in the 'Processed' column it can no longer be withdrawn or changed.
- To view your submission filing history, click on your wage attachment account ID and then the 'Submissions' tab.
- From the 'Submissions' tab you can verify if and when a wage attachment submission was filed.

Notices

- From your My Tax Account home page, click the 'Mail' tab. The default view will be your unread messages. By clicking 'View All' you will see all of the notices you have received to date.

Troubleshooting Wage Attachments

Employee Status Errors

Employee Not Listed?

- If the employee is not listed, the department does not have an active wage attachment for that individual. If you believe that this information is incorrect and need to update the employee's status, contact a Central Certification Specialist at DORCentralCertifications@wisconsin.gov or (608) 264-9956.

Employee Listed with No Wage Attachment Order?

- If you have not received a wage order for an employee that is listed, email DORCentralCertifications@wisconsin.gov with the employee's name, the last four digits of the employee's social security number, and your fax number or mailing address. We will research and provide you with a copy of the original wage attachment order.

Employee Listed with a Different Status?

- An individual employee may have a wage attachment order with more than one employer.
 - If on leave from another employer, the employee status will indicate Temporary Leave. This is an indicator to the department that payments may be less than expected. It does not release you from your withholding order. If the employee is working and receiving wages, continue to withhold wages according to your wage order.
- If an employee has a status listed that you believe is incorrect, update the employee's status or contact a Central Certification Specialist at DORCentralCertifications@wisconsin.gov or (608) 264-9956.

Release Date Issues

- Use the current date to update the employee's status and release the wage attachment order.
 - If an employee has left your employment on a different date, by entering today's date, you are indicating to release the wage order effective today. Once released, the department will no longer expect wage attachment payments.
 - If an employee's status is entered as Temporary Leave, there will be no release date. Enter a Work Return Date; the date that the employee is expected to return to work.